

JOB DESCRIPTION

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Job Title Interdisciplinary Breast Center Nurse Educator/Coordinator
Department Cancer Services
Reports To Corporate Clinical Executive, Cancer Services
Original Date December 2002
Revised _____

This job is active at the following location(s):

- 1 _____
- _____
- Other _____

JOB SUMMARY

Responsible to _____ Health for supporting the corporate mission, vision and values. Responsible to (_____) for delivery of care to Breast Center patients. Responsible to the customer for courteous, accurate, timely service.

RESPONSIBILITIES AND MAJOR DUTIES

1. Coordinates and/or delivers nursing care and support for breast cancer patients.
2. Provides and coordinates all clinical documentation within the Breast Center.
3. Fosters and maintains positive working relationships with all medical staff.
4. Develops and maintains working knowledge of clinical research protocol criteria.
5. Coordinates diagnostic evaluation and testing with the clinical breast radiologist.
6. Coordinates patient education and patient navigation through the diagnostic process.
7. In collaboration with the Medical Director and Manager, develops and implements outreach educational programs and support groups.
8. Performs other related duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work assignments that may be inherent in the job.

JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree in nursing or a related field required. Master's degree in oncology nursing preferred. Requires three or more year's experience in direct patient care in oncology. Oncology experience in breast disease preferred.

LICENSURE, REGISTRATION AND/OR CERTIFICATION

Current Ohio license as a Registered Nurse by Ohio Board of Nursing required. Certification in oncology nursing by Oncology Nursing Society required.

ESSENTIAL KNOWLEDGE AND SKILLS

Broad knowledge in oncology nursing, breast disease, diagnostic techniques and treatment options for breast disease, clinical research, and patient education techniques. Requires motivation, good interpersonal and customer service skills, and the ability to multi-task. Excellent written and verbal communication. Knowledge of regulatory, legislative and JCAHO standards related to patient care.

LANGUAGE AND MATH SKILLS

Ability to apply advanced mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER OPERATIONS

Intermediate personal computer skills including electronic mail, routine database activity, word processing, spreadsheets, and work with graphics.

RESPONSIBILITY FOR PATIENT CARE

Assesses, plans, implements, and evaluates all aspects of nursing care for patients. Directs and coordinates patient care services, and may be responsible for care rendered by other employees. Provides teaching plan for patients and assures that patient teaching is completed. Intervenes with patients, families, and medical staff when necessary.

RESPONSIBILITY FOR PROCESSING MATERIALS

Small losses might occur. Poor workmanship or mistakes might cause occasional losses in damaged materials, supplies or rework. Poor work is usually caught quickly by supervisors or others before damage is great.

RESOURCEFULNESS

Requires exercise of a great deal of ingenuity to do unusual or difficult work. Standard methods usually are inadequate to cover the situation. General supervision is available on call at most times but the worker is expected to work out problems as a rule.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS

Works regularly with some information such as medical records or reports, financial reports, information on computer screens, and records that are restricted to specific persons; discretion and integrity are recognized requirements. Must comply with confidentiality policy.

IMPACT OF ACTIONS AND DECISIONS – EFFECT OF ERRORS

Operational and/or patient care errors affect a division of the hospital.

RESPONSIBILITY FOR GETTING ALONG WITH OTHERS

Has contacts by telephone, correspondence, or personal meetings with persons in other departments or outside Forum Health to obtain or supply factual information or has contacts with patients or their relatives involving

professional service or financial arrangements. Tact is required in these contacts and the employee assumes responsibility for harmonious relationships. Treats everyone with dignity and respect.

RESPONSIBILITY FOR FUNDS, VALUABLES AND BUDGET

The job has indirect impact on total budgetary dollars. Responsibilities may include interpretation of data and advising those with direct impact

RESPONSIBILITY FOR MACHINERY AND EQUIPMENT

Failure on the part of the worker to exercise due care or to report maintenance needs to supervisor could cause repeated small losses or occasional damage; losses from breakdown and repair could be substantial.

SUPERVISION RECEIVED

Receives very general guidance based on general objectives for the job. Work is usually independent of others. The employee operates within department policy and used independent judgement to achieve assigned objectives.

LEADERSHIP RESPONSIBILITIES

Provides limited supervision to others through motivation, direction, review and feedback of assigned tasks.

NUMBER SUPERVISED

Supervises no one, but occasionally may show another employee how to perform a task.

DEXTERITY

The job requires some motor ability such as the handling or operation of a multi-line telephone, personal computer or medical instruments and equipment; such operations are not a primary component of the job, nor is speed a basic requirement.

WORK DEMANDS – MATERIAL HANDLING

Light Medium: Lifting 21 to 35 pounds occasionally, and/or 11 to 17 pounds frequently, and/or up to 5 pounds constantly. Knowledge of proper body mechanics is essential.

WORK DEMANDS – NON-MATERIAL HANDLING

Occasional reaching and bending forward, twisting, crouching, reaching overhead, and keyboard data entry.

WORKING CONDITIONS

Works regularly under desirable conditions with little or no disagreeable features. Illumination and ventilation are good and distractions are at a minimum considering the type of work performed. If guidelines are followed, risk of exposure to hazardous conditions and bloodborne pathogens is minimal. Job has risk of exposure to hazardous conditions and bloodborne pathogens.

AGE GROUP

Deals with adolescents, adults and the elderly on the job. Thorough knowledge of the physical, social, emotional, and intellectual needs of adolescents, adults and the elderly.

ABUSE

Able to detect abuse with regard to state statute. Follows administrative policy for reporting abuse.

PERFORMANCE APPRAISAL

Interdisciplinary Breast Center Nurse Educator/Coordinator

Employee Name _____
 Department/Campus _____
 Supervisor Name _____

Badge Number _____
 Employment Date _____
 Date Appraisal Due _____
 Date Completed _____

Rate the job responsibilities using the following scale. Check one column for each numbered item. Ratings of 1, 2, or 4 require a comment or explanation. Ratings of 1 or 2 require a plan of action with specific time frames. If a score of 4 is not possible for a standard, the column is shaded.

- 4 = **Exceeds Performance Measures** (Meets all performance measures and frequently exceeds many performance measures)
- 3 = **Meets Performance Measures** (Performs consistently and regularly meets performance measures)
- 2 = **Needs Improvement** (Meets performance measures only occasionally)
- 1 = **Unsatisfactory Performance** (Fails to meet performance measures)

RESPONSIBILITIES/ PERFORMANCE MEASURES	4	3	2	1	COMMENTS/PLAN OF ACTION
1. Provides a safe environment for patients, employees and visitors. Follows safety policies and procedures. Reports unsafe conditions. Follows procedures in fire drills or in response to a fire, emergency or disaster. Follows the plan for hazardous materials, if applicable. Uses equipment safely and effectively for age groups served.					
2. Reduces the risk of infections in patients, employees and visitors. Follows infection control policies and procedures. Uses personal protective equipment when indicated.					
3. Interacts with patients, employees, visitors and other departments in a professional manner. Displays a friendly, courteous, tactful manner. Displays a caring attitude to patients and families. Offers assistance to visitors. Provides requested information in an agreed upon timeframe. Seeks input from patients, families and/or internal customers regarding expectations and needs.					
4. Contributes to performance improvement activities. Participates in department or unit-specific team, as assigned. Recognizes change as ongoing and is open to new approaches.					
5. Maintains confidentiality at all times. Discusses patient, employee or other information in privacy and only with individuals who need to know. Keeps files and computers secure. Disposes of documents appropriately, shredding confidential information. Provides information only with patient/employee authorization. Follows reporting guidelines in corporate compliance policy.					

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RESPONSIBILITIES/ PERFORMANCE MEASURES	4	3	2	1	COMMENTS/ PLAN OF ACTION
6. Promotes a positive working relationship between supervisor, staff and other departments. Uses effective communication skills. Resolves interpersonal conflicts. Assists with orientation and training of new employees. Demonstrates a willingness to assume new tasks. Assists others in the department as time and skills permit. Keeps supervisor/manager informed of the status of activities, problems and new initiatives. Follows the chain of command.					
7. Demonstrates ability to organize tasks and set priorities. Completes assigned work on time as directed 95% of the time. Flexible and open to changes in work assignment and schedule. Assesses the work assignment, considers alternatives, and chooses the appropriate course of action. Identifies priorities and implements appropriate actions as prepared by training, education and experience. Demonstrates competency, critical thinking, and good communication skills. Refers issues to supervisor when unable to meet deadlines or resolve problems.					
8. Assumes responsibility for ongoing personal and professional growth and development. Accepts responsibility for own actions. Meets goals identified during performance evaluation. Attends all mandatory inservices according to policy. Attends a minimum of one job-specific inservice or continuing education program annually as available. Maintains required license, registration or certification. Reviews current literature in field as applicable.					
9. Participates in department planning activities, if requested. Actively gives input and makes suggestions for improvement. Practices cost-effective use of equipment, supplies and other resources. Attends department or unit meetings; reviews minutes of meetings missed.					
10. Participates in Forum Health committees as assigned. Actively supports goals, provides information and recommendations. Follows through with assignments in the time specified.					

Employee Responsibilities: Multiply the number of items by the point value rated and total.

_____ items X 4 points = _____
 _____ items X 3 points = _____
 _____ items X 2 points = _____
 _____ items X 1 points = _____

Employee Responsibilities total points _____ (maximum = 36 points)

JOB TITLE: Interdisciplinary Breast Center Nurse Educator/Coordinator

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AGE-SPECIFIC RESPONSIBILITIES/ PERFORMANCE MEASURES	4	3	2	1	COMMENTS/ PLAN OF ACTION *How was competency measured? (observation, demonstration, verbal, etc.)
<p>1. Adolescent (12-19 years) Demonstrates knowledge of normal growth and development. Provides concrete information about body changes and sexuality. Establishes rapport prior to treatments or procedures. Prepares adolescent for procedures separately from parents. Emphasizes physical benefits of procedures and care. Demonstrates knowledge and interventions for the adolescent in pain. Recognizes signs of abuse and refers according to policy. Provides adequate radiation protection. Inquires about possible pregnancy when applicable. Shields where necessary. Uses appropriate technique. Uses appropriate immobilization device.</p>					
<p>2. Elderly (65 years and over) Demonstrates knowledge of normal aging. Provides care in a slower, less aggressive manner. Speaks distinctly and slowly when teaching. Instructs about one thing at a time and allows time for questions. Recognizes patient's fear of asking questions by repeating information and asking for clarification. Keeps environment free of clutter. Changes patient position slowly due to decreased circulation. Focuses light on objects due to decreased visual acuity. Ensures patient warmth due to decreased heat regulation. Recognizes fragility of skin when completing treatments. Demonstrates knowledge and interventions for elderly in pain. Recognizes signs of abuse and refers according to policy. Provides adequate radiation protection. Collimates to specific area. Shielding optional. Uses appropriate technique. Immobilizes if necessary.</p>					

Age-Specific Responsibilities: Multiply the number of items by the point value rated and total.

_____ items X 3 points = _____

_____ items X 2 points = _____

_____ items X 1 points = _____

Age-Specific Responsibilities total points _____ (maximum points = 6)

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3 = **Meets Performance Measures** (Performs consistently and regularly meets performance measures)

2 = **Needs Improvement** (Meets performance measures only occasionally)

1 = **Unsatisfactory Performance** (Fails to meet performance measures)

JOB-SPECIFIC RESPONSIBILITIES/ PERFORMANCE MEASURES	4	3	2	1	COMMENTS/ PLAN OF ACTION
<p>1. Coordinates and/or delivers nursing care and support for breast cancer patients. Documents patient history and performs clinical breast exam. Completes high risk assessment in coordination with Genetics Counselor. Performs clinical nursing assessment and breast procedures per Center protocols. Assists Medical Director with pre-treatment planning conference preparation. Provides optimal follow-up for patients through the continuum of care in the Center for Breast Health.</p>					
<p>2. Provides and coordinates all clinical documentation within the Breast Center. Facilitates compilation of all relevant documentation form referring and treating physicians. Coordinates ACR and MSQA accreditation. Prepares reports and required for Breast Care Conference.</p>					
<p>3. Fosters and maintains positive working relationships with all medical staff. Serves as a liaison with patients and their primary care physicians, as well as surgeons, radiologists, pathologists, oncologists and plastic surgeons.</p>					
<p>4. Develops and maintains working knowledge of clinical research protocol criteria. Provides liaison support for clinical research nurses and data managers.</p>					
<p>5. Coordinates diagnostic evaluation and testing with the clinical breast radiologist. Prepares patient and provides education prior to diagnostic procedures. Assists with ductography and evaluation of breast abscess. Coordinates image-guided (ultrasound and stereotactic) needle biopsies. Coordinates needle localization and sentinel node injection/mapping. Checks pathology reports and follows-up with patients.</p>					
<p>6. Coordinates patient education and patient navigation through the diagnostic process. Develops and implements internal and external patient education. Provides breast health information to patients. Teaches breast self-exam to clients and others as requested. Advises patients on risk of breast cancer based upon genetic history and other markers. Utilizes knowledge of breast cancer genetics and other oncogenic breast cancer risks, as well as National Cancer Institute breast cancer risk guidelines. Triage patients and coordinates schedules for diagnostic procedures.</p>					

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JOB-SPECIFIC RESPONSIBILITIES/ PERFORMANCE MEASURES	4	3	2	1	COMMENTS/ PLAN OF ACTION
7. In collaboration with the Medical Director and Manager, develops and implements outreach educational programs and support groups. Maintains active membership and participation in community cancer/breast cancer organizations. Provides educational programs for community groups. Serves as the educational resource for support groups.					
8. Performs other related duties as assigned.					

Job-Specific Responsibilities: Multiply the number of items by the point value rated and total.

_____ items X 4 points = _____
 _____ items X 3 points = _____
 _____ items X 2 points = _____
 _____ items X 1 points = _____

Job-Specific Responsibilities total points _____ (maximum points = 32)

Goals for Current Appraisal Period

Rate the achievement of goals set during the previous performance appraisal using the following scale. Ratings of 1, 2, or 4 require a comment or explanation.

- 4 = **Exceeded guidelines established for goal**
- 3 = **Met guidelines established for goal**
- 2 = **Partially met guidelines established for goal**
- 1 = **Did not meet guidelines established for goal**

Goals	4	3	2	1	Comments
1.					
2.					
3.					
4.					

Goals for appraisal period: Multiply the number of items by the point value rated and total.

_____ items X 4 points = _____
 _____ items X 3 points = _____
 _____ items X 2 points = _____
 _____ items X 1 points = _____

Goals for appraisal period total points _____ (maximum points = # of goals times 4)

POINTS EARNED

Employee Responsibilities _____ (maximum points = 36)

Age-Specific Responsibilities _____ (maximum points = 6)

Job-Specific Responsibilities _____ (maximum points = 32)

Appraisal Goals _____ (maximum points = ____)

Total Points _____ divided by _____ = _____ X 100 = _____ %
(Maximum total)

Overall Performance Level

_____ Exceeds performance measures (90-100%)

_____ Meets performance measures (70-89%)

_____ Inconsistent performance; sometimes below performance measures (50-69%)

_____ Unsatisfactory performance (0-49%)

Evaluator Comments

Employee Comments

Developmental Needs (including method and timeframe to accomplish)

Employee Goals for the Next Appraisal Period (Include responsibility in department or unit goals. Indicate method and timeframe to accomplish each goal and the quantifiable measure to determine achievement of each goal.)

1.

2.

3.

4.

APPROVALS

Employee:	Evaluator:	Next Level Supervision:
Date:	Date:	Date: